

**UNITED STATES COURT OF APPEALS
FOR THE
DISTRICT OF COLUMBIA CIRCUIT**

**HOW TO REQUEST A TRANSCRIPT OF AN ORAL ARGUMENT OR PURCHASE A
RECORDING OF AN ORAL ARGUMENT**

Any person interested in ordering a transcript may do so by submitting a written request to the address below. Please provide a name, a law firm/organization (if applicable), the name of the case, the case number and the date of argument. Questions should be directed to Mr. Ralph Smith on (202) 273-0305.

U.S. Court of Appeals for the
District of Columbia Circuit
Office of the Clerk
333 Constitution Ave., N.W. Rm. 5423
Washington, DC 20001-2866
Attention: Ralph Smith

Through an agreement with the Court, Neal Gross & Co., Inc. currently has exclusive rights to transcribe oral arguments. In addition to notifying the Court, persons ordering a transcript from the Court should contact Neal Gross & Co. to arrange for the transcript by calling:

Neal Gross & Co., Inc.
(202) 234-4433

Neal Gross & Co. will contact the Court to confirm that a written request has been submitted and to make arrangements to pick up the oral argument tape. Questions regarding completion times and delivery arrangements should be directed to Neal Gross & Co. Current pricing and completion schedules are:

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Once a request for an oral argument recording is received, the Court will determine whether or not the case has been completely closed. If the case has been completely closed, the Court will contact the requestor for payment. The current price for one copy of an oral argument recording is \$15 and payment must be made with a check or money order only. Please do not send cash. The request for the oral argument recording will be processed as soon as payment is received. The requestor should also indicate a delivery preference. The oral argument tape will either be mailed with first class postage or the tape may be picked up from the Clerk's Office. If the case has not been completely closed, the requestor will be so notified.

October 1996